



Russ Deaton
Interim Executive Director

STATE OF TENNESSEE
HIGHER EDUCATION COMMISSION
PARKWAY TOWERS, SUITE 1900
NASHVILLE, TENNESSEE 37243-0830
(615) 741-3605

BILL HASLAM
Governor

TO: Chancellors, Presidents, and Directors
Tennessee Institutions of Higher Education

FROM: Dr. Russ Deaton

SUBJECT: Labor Education Alignment Program (LEAP) 2.0 Grant Competition
Request for Proposals

DATE: May 4, 2016

The Tennessee Higher Education Commission (THEC) is pleased to provide you with the Labor Education Alignment Program (LEAP) 2.0 Grant Competition Request for Proposals.

As stated in the attached RFP, grants of up to \$1 million will be available to eligible entities for periods up to 30 months to facilitate development and implementation of employer-driven career pathways through specifically-defined approaches.

A *Notice of Intent to Submit* is due no later than **4:30 PM (Central Time) on Wednesday, May 18, 2016**, and full proposals are due on **Wednesday, July 27, 2016, by 4:30 p.m. (Central Time)**. Please see the grant timeline on page 9 of the RFP for key dates regarding the review and approval process.

THEC looks forward to receiving your submissions.



LEAP 2.0
2016 Labor Education Alignment Program
Grant Competition

REQUEST FOR PROPOSALS
and
GUIDELINES FOR SUBMISSION

NOTICE OF INTENT DUE
May 18, 2016

FINAL PROPOSALS DUE
July 27, 2016

Tennessee Higher
Education Commission



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I. General Information and Overview

General Information

Passed into law in 2013, the Labor Education Alignment Program (LEAP) created a statewide, comprehensive structure enabling students in Tennessee Colleges of Applied Technology (TCATs) and community colleges to participate in technical training developed with input from area employers.

Now in its second iteration, the LEAP program continues this effort by encouraging and facilitating the alignment of local workforce and education partners through a \$10 million competitive grant process, led by the Governor's Workforce Subcabinet. These funds are available to local collaboratives through a competitive Request for Proposals (RFP) issued by THEC.

For purposes of this grant, a local collaborative is defined as a partnership that serves at least three counties. Applicants from major metropolitan areas (municipalities with a population greater than 170,000) may provide services to one county; however, priority will be given to those proposals that serve multiple counties. Collaboratives must span education, economic development, and workforce agencies (defined in detail on page 4).

Grants of up to \$1 million will be available to local collaboratives for periods of up to 30 months to facilitate the development and implementation of employer-driven career pathways that include both K-12 school districts and higher education institutions. Proposals must identify and address local community/regional skills gaps through one (or a combination) of the following methods:

- a) Enhance, expand, and/or acquire equipment to create an academic program at an institution of higher education that fills a critical and demonstrable local workforce need;*
- b) Develop and implement collaborative, meaningful, and sustained work-based learning (WBL) programs (defined in detail on page 5) that incent industry partners to develop co-ops and internships that prepare students for rapid entry into the workforce for industry sectors facing a demonstrable shortage of skilled workers.*

The primary goal of LEAP is to create long-term relationships between employers, secondary education partners, and area community colleges or Tennessee Colleges of Applied Technology to identify and address job candidate "skills gaps" in the local workforce pool. Through data-driven and collaborative work, Tennessee can ensure that post-secondary education institutions are producing the credentials employers need while also driving new industry to the state.

II. What Constitutes a Collaborative?

Grant applicants must demonstrate the viability of a local collaborative that includes the following mandatory partners (see below) which cumulatively provide services to no fewer than three Tennessee counties. Applicants from major metropolitan areas may include collaboratives that only serve one county, but must also include all of the following mandatory partners (see note on page 3):

- 1) A local workforce or economic development agency (e.g., development district, chamber of commerce, or Local/Regional Workforce Investment Board). This entity will serve as the lead entity for the grant, responsible for coordinating all grant activities, organizing partner participation, and spearheading all efforts. Hereafter, known as the “lead entity.”
- 2) A Tennessee public institution of higher education. Eligible institutions include TCATs and community colleges. This institution will serve as the fiscal agent for all grant activities and will execute a grant contract with THEC. Any public or private, non-profit, four-year institution may participate as an additional partner, but the primary partner must be a TCAT or community college.
- 3) Two or more area employers representing industry sectors with a demonstrated shortage of skilled workers; these employers should be seeking to employ credentialed graduates from the proposed program.
- 4) A Career and Technical Education (CTE) director or other appropriate district administrator from at least one K-12 school district, representing secondary CTE programs of study and work-based learning (WBL) interests.

III. Who May Apply?

In this round of the grant, priority will be given to geographic regions in Tennessee that have not received previous LEAP grant funding. All communities in Tennessee, however, will be eligible to apply for LEAP 2.0 grant funds. **(This includes applicants from current LEAP grant service areas.)**

To ensure that LEAP 2.0 is responsive to current workforce needs in each community and does not duplicate previous efforts, **collaboratives awarded grant funding during the first round of LEAP may only participate in LEAP 2.0 via:**

- 1) The creation of new educational training programs in their current geographic region; and/or

- 2) The expansion of current programs to new geographic communities not served by their current LEAP program.

IV. Work-Based Learning (WBL) Component

The intent of the LEAP 2.0 Work-Based Learning (WBL) component is to encourage local industry partners to provide meaningful and sustainable work experiences to students and to increase workforce engagement with local education partners.

Entities seeking to implement collaborative work-based learning programs may utilize LEAP 2.0 funds to create or expand **co-op** or **internship** programs that:

- 1) Are paid;
- 2) Award academic credit from a LEAP program partner;
- 3) Develop a student's employable and technical skills sets; and
- 4) Place students with companies facing a demonstrable shortage of skilled workers.

For the purposes of the LEAP 2.0 WBL component, THEC acknowledges the following definitions:

Cooperative education (or co-op) is a partnership between secondary and postsecondary students, institutions of higher education, and employers that formally integrates academic study with practical experience in a workplace setting and:

- 1) Alternates or combines periods of academic study and work experience in appropriate fields as an integral part of student education;
- 2) Provides students with compensation from the employer in the form of wages or salaries for work performed;
- 3) Evaluates each participating student's performance in the cooperative position, both from the perspective of the student's institution of higher education and the student's cooperative employer;
- 4) Provides participating students with academic credit from the institution of higher education upon successful completion of their cooperative education; and
- 5) Is part of an overall degree or certificate program compliant with policies for academic credit established by the Tennessee Board of Regents.

Internships are partnerships between secondary and postsecondary students, institutions of higher education, and employers that formally integrate students' academic study with work or community service experiences that:

- 1) Are of a specified and definite duration;

- 2) Evaluate each participating student's performance in the internship position, both from the perspective of the student's institution of higher education and the student's internship employer; and
- 3) Provide participating students with academic credit upon successful completion of the internship; and/or provide students with compensation in the form of wages or salaries, stipends, or scholarships.

LEAP 2.0 funds may be used to provide reimbursements to private industry partners for **50 percent of wages (not to exceed \$2,000 per student in a single academic period)** paid as compensation to hired students within the 30-month period.

For example, an industry partner that hires an intern for \$12 per hour at 20 hours per week for a 16 week term will be eligible for a reimbursement of \$1,920 from the partnered LEAP 2.0 collaborative upon completion of the student's WBL experience.

These reimbursements will only be distributed to industry partners upon a student's satisfactory completion of the internship or co-op program established by both the higher education institution and the employer. Reimbursement to the industry partner will be incumbent upon the satisfactory completion of any and all academic requirements set forth by the educational partner relevant to the WBL experience.

Collaboratives will be responsible for establishing the administrative and funding structures necessary to support LEAP 2.0 WBL programs.

Note: For guidance on structuring course standards and learning-frameworks for credit-bearing WBL experiences at the secondary level, applicants should look to the Tennessee Department of Education General Policies for Work-Based Learning at the following address:
www.tn.gov/education/topic/work-based-learning.

V. Proposal Specifications

Applications will respond to the following criteria and present a detailed plan for achieving the outlined objectives.

Section 1. Demonstrated Need – 20 points

Proposals will include a thorough overview of the collaborative area's workforce needs. Entities seeking grant funds must outline the proposed WBL program and/or new academic programs, any requested equipment, and how the creation of the program and/or acquisition of equipment will address demonstrated workforce needs.

Essential components:

- *Localized data demonstrating the need for action.* Provide empirical data that illustrates the needs of the local workforce, with a particular emphasis on anticipated or future needs. Preferred data sources are the following:
 - THEC/University of Tennessee labor supply/demand reports
 - Tennessee Department of Labor and Workforce Development information available at www.jobs4tn.gov
 - Data provided by the Tennessee Department of Economic and Community Development's Center for Economic Research in Tennessee (CERT)
- *Clear linkages between grant activities and local needs.* Clearly illustrate how the proposed grant project is directly linked to addressing the workforce needs and skillset deficits in the local area. Successful applications will provide a thorough description of the region's high-demand and high-skill industrial occupations and will identify how the proposed program addresses the identified demonstrable local workforce need in those areas.
- *Alignment with Tennessee's Drive to 55 goals.* Describe how the proposed project will increase overall higher education attainment in the region and provide clear linkages between postsecondary credentials and the needs of employers.

Section 2. Program Plan – 25 points (30 points maximum with Bonus)

Each proposal will include a detailed description of the planned project.

Essential components:

- *Detailed project timeline and overview.* Provide a month-by-month overview of the critical convenings, activities, and actions that will comprise the development and implementation of the identified program.
- *Clear alignment of workforce data and Drive to 55 goals.* Provide clear emphasis for grant activities, and describe how the proposal will support the region's efforts to meet Drive to 55 goals.
- *Measurable objectives for each phase of the project.* Detail the metrics to be used to continuously track student engagement. Include how the project will produce the credentialed job candidates possessing the skills needed by employers.

- *Project governance and accountability plan.* Clearly describe the plan for governance, meetings, and decision-making structure; identify a project director employed at either the lead entity or the partnering institution of higher education; and identify members of a project steering committee who will maintain oversight throughout the project period.
- *Role of proposed equipment request.* Required only for proposals seeking equipment purchases with LEAP 2.0 funds. Outline how equipment purchase will specifically address local labor market employment and/or training needs and provide a detailed description of equipment, the educational value of equipment in preparing the workforce, and the justification for purchase.
- *Structure of Work-Based Learning (WBL) program.* Required only for proposals seeking to establish a WBL program with LEAP 2.0 funds. Outline the requirements and expectations for the proposed WBL experiences (see previous note on TDOE's WBL documents for general guidance on structuring program standards) and include descriptions of whether WBL is credit-bearing, and how the WBL is aligned with local labor-market needs.
 - *Note: Proposals seeking to establish a WBL program with LEAP 2.0 funds will be **awarded 5 bonus points** upon the final scoring of proposals by the Workforce Subcabinet.*

Section 3. Strength of Partnership – 20 points

Proposals are required to address how the program plan incorporates each of the mandatory partners (higher education, K-12, industry, etc.) in a meaningful role.

Essential components:

- *Detailed description of each mandatory partner's role in implementation of the identified program.* Describe how each partner will carry out the grant project; provide a description of assigned tasks for each of the mandatory partners; and identify specific personnel and the roles they will play throughout the project.
- *Capabilities of each mandatory partner in ensuring project success.* Discuss the unique strengths of each partner in executing the proposed program and describe how each partner is qualified to participate.

- *Letters of support and/or commitment from local and area employers.* Applicants must also submit letters of support from at least 2 local area employers citing need and outlining benefits for their industry. Entities seeking to establish a WBL program will submit formal letters of commitment from each of the partnered employers providing the proposed work-based learning experiences.
- *Letter(s) of support from higher education institution.* Applicants must also submit a letter of commitment from the leader of the partnering educational institution demonstrating interest and capacity for program participation.

Section 4. Budget Plan – 15 points

Proposals will include a detailed financial plan and a completed budget using the template provided. Applicable “Grant Budget Line-Item Details” should be submitted as a separate attachment with the completed budget.

Essential components:

- *Clear alignment between funding request and grant activities.* Detailed discussion of how each line item of the budget supports the goals and stated outcomes of the proposed LEAP program.
- Entities initiating WBL programs should outline the funding structures for student payment, record keeping, and reimbursement procedures.

Section 5. Sustainability – 20 points

Proposals will include a commitment and detailed plan for sustaining grant activities beyond the 30-month period.

Essential components:

- *Detailed plan for sustaining the program beyond the 30-month funding period.* Describe how the work supported by this grant will continue beyond the grant period and outline the roles of each partner thereafter. Equipment requests will clearly specify how purchased equipment for an academic program will continue to address labor and workforce needs beyond the grant period. WBL programs will describe how the education-industry partnerships will continue.
- *Detailed plan for maintaining communication and sharing resources among all program partners beyond the 30-month funding period.* Describe how each

partner will continue to work collaboratively to share resources, outcomes, and other relevant programmatic information after the conclusion of LEAP funding.

- If applicable, detailed description of availability of long-term resources to maintain and/or repair equipment.
- If applicable, detailed plan for maintenance, housing, and upkeep of any equipment purchased for the grant.
- If applicable, detailed commitment and strategy of private industry to maintain a LEAP-developed WBL program beyond the 30-month funding period.

VI. Submission Guidelines and Timeline

A *Notice of Intent to Submit* must be transmitted via email to **curt.johnston@tn.gov** no later than **4:30 PM (Central Time) on Wednesday, May 18, 2016**. The *Notice of Intent to Submit* must follow the format shown in Appendix D and include:

- Project Manager / Point of Contact
- Lead Entity Information
- Higher Education Institution(s)
- Industrial Field (manufacturing, logistics, etc.)
- All additional Mandatory Partners and Anticipated Workforce Partners

Final Proposals must be received in paper copy at THEC offices by **Wednesday, July 27, 2016 at 4:30 PM (Central Time)**.

THIS IS NOT A POSTMARK DATE. SUBMISSIONS RECEIVED AFTER THIS DEADLINE WILL NOT BE CONSIDERED.

RFP Timeline:

- **May 18, 2016**
4:30 pm (CST) deadline for electronic *Notice of Intent to Submit*
- **July 27, 2016**
4:30 pm (CST) deadline for receipt of all paper copies of the proposal at THEC.
- **August 26, 2016**
Approval of grant recommendations by THEC executive director; grant applicants notified of selection.

VII. Grant Application Procedures

Submit one (1) original signed proposal and six (6) copies of the application to:

LEAP RFP
Attn. Curt Johnston
Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243-0830

The application must include:

- Cover Sheet (see Appendix A)
- Table of Contents
- One-page Abstract/Project Summary
- Program Proposal: This section should be double-spaced, with one-inch margins.
Note: Maximum document length is twelve pages, excluding the cover sheet, data list, abstract, table of contents, budget and appendices.
- Budget with applicable line item details (Appendix B)

Notification

Once each proposal has been received, a confirmation notice will be sent to the project director. **If you do not receive your confirmation notice within one week of submitting your proposal, please call 615-741-7575.** It is the sole responsibility of the lead entity to verify receipt of the proposal.

One week after the proposal deadline, the Tennessee Higher Education Commission will post all received proposals on the THEC website accessible at www.tn.gov/thec. **If you have submitted a proposal but it is not listed, contact Curt Johnston at 615-741-7575 immediately.**

Review and Award Process

Grant proposals will be submitted to THEC and reviewed by a selection committee composed of Workforce Subcabinet members and agency staff. The size of the selection committee will be determined by the number of proposals received.

Selection committee members will be provided their assigned proposals prior to the selection committee convening and will score proposals utilizing a standardized rubric

which is included in this RFP. Proposals will be reviewed individually and scoring may be done both prior to the meeting and during collective group discussions. During the selection committee proceedings, the scores assigned to proposals by each reviewer will be averaged with the selection committee making awards from highest to lowest score until funds are exhausted.

VIII. Legal Information

Title VI

Title VI of the Civil Rights Act of 1964 requires that federally-assisted programs be free of discrimination. Should you feel you have been discriminated against, contact your local Title VI representatives. The Title VI Coordinator at the Tennessee Higher Education Commission is Scott Sloan (615-741-7571).

Funding

Funder reserves the right to fund a proposal in full or in part, to request additional information to assist in the review process, to reject any of the proposals responding to the RFP, and to re-issue the RFP and accept new proposals if the Workforce Subcabinet determines that doing so is in the best interest of the State of Tennessee.

All costs incurred in preparation of proposal shall be borne by the Applicant. Proposal preparation costs are not recoverable from grant funds. The Tennessee Higher Education Commission (THEC) reserves the right to withhold funding if at any point the program is not adhering to federal and state requirements or to the goals and objectives declared in this RFP. THEC staff reserve the right to attend any project activity or meeting to ensure the fidelity of this program, and to conduct regular monitoring of the project.

NAME OF LEAD ENTITY
(Minimum 18 point font)

2016 Labor Education Alignment Program (LEAP 2.0)

[Program Title]

[Lead Entity Name]

IN PARTNERSHIP WITH

1. [Higher Education Institution(s)]
2. [LEA/School District Name]
3. [Employer Partners]

[Project Director Name, Mailing Address]

[Director's Telephone]

[Director's E-mail Address]

Funding requested:

[\$[Dollar Amount]

**President/Director of Higher Education
Institution**

Project Director

APPENDIX B- Budget

GRANT BUDGET				
LEAP Program Competitive Grant				
The grant budget line-item amounts below shall be applicable only to expenses incurred during the following				
Applicable Period: BEGIN: September 14, 2016 END: March 13, 2019				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	0.00	0.00	0.00
4, 15	Professional Fee, Grant & Award ²	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11, 12	Travel, Conferences & Meetings	0.00	0.00	0.00
18	Other Non-Personnel ²	0.00	0.00	0.00
20	Capital Purchase ²	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	GRAND TOTAL	0.00	0.00	0.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: www.state.tn.us/finance/act/documents/policy3.pdf).

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL

Line 1 Salaries And Wages

On this line, enter compensation, fees, salaries, and wages paid to officers, directors, trustees, and full-time employees. An attached schedule may be required showing client wages or other included in the aggregations.

Line 2 Employee Benefits & Payroll Taxes

Enter (a) the institution's contributions to pension plans and to employee benefit programs such as health, life, and disability insurance; and (b) the institution's portion of payroll taxes such as social security and Medicare taxes and unemployment and workers' compensation insurance. An attached schedule may be required showing client benefits and taxes or other included in the aggregations.

Line 4 Professional Fees

Enter the organization's fees to outside professionals, consultants, and personal-service contractors. (A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded.)

Line 5 Supplies

Enter the organization's expenses for office supplies, food and beverages, and other supplies. An attached schedule may be required showing food expenses or other details included in the aggregations.

Line 6 Telephone

Enter the institution's expenses for telephone, cellular phones, FAX, E-mail, telephone equipment maintenance, and other related expenses.

Line 7 Postage And Shipping

Enter the institution's expenses for postage, messenger services, overnight delivery, outside mailing service fees, freight and trucking, and maintenance of delivery and shipping vehicles.

Line 9 Equipment Rental and Maintenance

Enter the institution's expenses for renting and maintaining computers, copiers, postage meters, and other office equipment used exclusively for this grant initiative.

Line 10 Printing And Publications

Enter the institution's expenses for producing printed materials (not including posters, advertising, and other marketing materials), purchasing books and publications, and buying subscriptions to publications.

Line 11 Travel

Enter the institution's expenses for travel, including transportation, meals and lodging, and per diem payments.

Line 12 Conferences And Meetings

Enter the institution's expenses for conducting or attending meetings, conferences, and conventions. Include rental of facilities, speakers' fees and expenses, printed materials, and registration fees.

Line 15 Grants And Awards

Enter the institution's awards, grants, subsidies, and other pass-through expenditures to individuals and to other institutions, including travel and equipment allowances outside the institution (this includes WBL salary reimbursements). This classification includes items used in direct support of this initiative. (A detailed description is required in the Grant Budget Line-Item Detail if this line-item is funded.)

Line 18 Other Nonpersonnel Expenses

Enter the institution's allowable expenses for advertising, the institution's and employees' membership dues in associations and professional societies and licenses, permits, registrations, and testing fees.

Line 19 Capital Purchases

Enter the organization's purchases of fixed assets and purchases with a minimum life expectancy of one year. Include land, equipment, buildings, leasehold improvements, and other fixed assets.

Line 22 Indirect Costs

This amount is intended to cover costs associated with administrative functions including providing the required project reports, financial information, and information to support project evaluation.

Line 24 In-Kind Expenses

This amount is for reporting the value of contributed resources applied to the program. Approval and reporting guidelines for in-kind contributions will be specified by those contracting state agencies who allow their use toward earning grant funds.

Line 25 Total Expenses

Total Direct and Administrative Expenses, and Line 24, In-kind Expenses, goes on this line.

APPENDIX C: Scoring Rubric

Scoring Rubric

Program Name: _____

Lead Entity: _____

Higher Education Partner: _____

Evaluation Criteria	Maximum Points	Reviewer Score	Comments/Recommendations
<p><u>Section 1. Demonstrated Need</u></p> <p>- Is there localized data demonstrating the need for action?</p> <p>- Are there clear linkages between grant activities and local needs?</p> <p>- Is proposal aligned with state Drive to 55 goals?</p> <p><u>Scoring Range</u></p> <p>1 – Proposal is not aligned with goals of the RFP.</p> <p>10 – Proposal states goals and connects with priorities but lacks detail in how planned activities satisfy workforce need.</p> <p>20 – Proposal provides detailed and clear connections between local needs and planned activities.</p>	20		

Evaluation Criteria	Maximum Points	Reviewer Score	Comments/Recommendations
<p><u>Section 2. Program Plan</u></p> <ul style="list-style-type: none"> - Is a detailed project timeline and overview provided? - Are there measurable objectives for each phase of the project? - Is a project governance and accountability plan clearly presented? - If requested, is there a clear justification for equipment? -If initiating work-based learning, is there clear alignment of localized need and academic credentialing? -If initiating work-based learning is there a clear plan for employer engagement, student outcomes, and payment reporting defined in the proposal? <p><u>Scoring Range</u></p> <p>1 – Program plan does not contain an organized overview or lacks sufficient timeline elements.</p> <p>10 – A program plan is presented but lacks sufficient details regarding identified objectives, governance, accountability information or skills gap improvement.</p> <p>25– Program plan as submitted provides a viable and organized approach and includes all required elements.</p> <p>+5 Bonus Points for submitting a proposal that includes a WBL program component.</p>	<p>25 (30 with bonus)</p>		

<p><u>Section 3. Strength of Partnership</u></p> <p>- Is there a detailed description of the role of each partner in implementation of the project?</p> <p>- Are the capabilities of each partner in ensuring project success adequately described?</p> <p>-Are appropriate letters provided?</p> <p><u>Scoring Range</u></p> <p>1 – Partnerships are not stated or clearly defined, or lack the required members.</p> <p>10 – Partners are named but do not reflect an effective and organized approach given the program’s parameters.</p> <p>20 – Partners are specifically named and regional employer resources and commitments are sufficiently described demonstrating the likelihood of program success in the region.</p>	20		
<p><u>Section 4. Budget Plan</u></p> <p>- Are budget requests detailed, justified, and accurately reflected?</p> <p>- Are projected expenditures consistent with the program’s stated goals?</p> <p><u>Scoring Range</u></p> <p>1 – Budget is incomplete and/or unreasonable given the scope of the proposal.</p> <p>10 – Budget lacks sufficient detail but expenditures seem to be reasonable given the scope of the proposal.</p> <p>15 – Budget is complete with sufficient justifications and detail listed for each line item.</p>	15		

<p><u>Section 5. Sustainability</u></p> <p><i>- Is there a detailed plan for sustaining the program beyond the 30-month funding period?</i></p> <p><i>- Is there a detailed plan for maintaining communication and sharing resources?</i></p> <p><u>Scoring Range</u></p> <p><i>1 – Sustainability plan is incomplete and/or unreasonable given the scope of the proposal.</i></p> <p><i>10 – Sustainability plan lacks sufficient detail but plan seems to be reasonable given the scope of the proposal.</i></p> <p><i>20 – Sustainability plan is complete with sufficient detail provided for proper investment of resources.</i></p>	20		
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Total Score: _____ (out of 105)

Reviewer Signature: _____

Name Date

Overall Comments:

[illegible]

APPENDIX D - Intent to Submit Notification

LEAP Program Intent to Submit Notification

Lead Entity:

Project Director/Co-Director:

Project Director/Co-Director Phone Number(s):

Project Director/Co-Director Email Address(es):

Name of Higher Education Institution:

Title of Proposed Project:

Proposed Partners:

Proposed Funding Requested:

Please return via email by 4:30 PM (CST) on May 18, 2016 to Curt.Johnston@tn.gov

Curt Johnston
Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, TN 37243-0830
615.741.7575